



Accountant

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 508
Supervisory: No
Reports to: Financial Officer

Summary

Under the direction of the Financial Officer, performs routine and complex general ledger accounting work.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare and create monthly and year-end journal entries to post financial transactions to the County's general ledger.
2. Prepare complex bank account reconciliations to ensure the County's bank balance matches the general ledger cash balance.
3. Participate in the monthly and year-end financial reporting activities; prepare basic financial statements; submit statements to the Financial Officer for review; request information or prepare supporting schedules as directed by Financial Officer.
4. Prepare various State reports and returns including, but not limited to, unclaimed property reports and sales tax reports to comply with regulatory and statutory reporting requirements.
5. Balance various general ledger accounts to ensure correct transaction posting; follow-up with departments on accounts that are out of balance.
6. Manage outstanding bonds; prepare payment requests before debt service due dates; obtain signatures on required forms; submit construction drawdown requests to trustee; ensure compliance with arbitrage requirements, providing necessary information for arbitrage calculations.
7. Provide information to independent auditors for the external audit.
8. Perform accounts receivable job duties when the assigned Accounting Technician is out of the office.
9. Perform various fiscal duties or special projects as assigned.

For Office Use Only

Job Code: 2223
Job Title: Accountant – Clerk/Auditor
FLSA: Non-Exempt
Effective Date: 9/5/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of basic arithmetic, bookkeeping, and generally accepted accounting principles and practices
- Knowledge of general and cost accounting principles, methods, and techniques
- Knowledge of state and federal laws affecting work performed
- Knowledge of County policies and procedures
- Skilled in using computer software including accounting software, word processing, spreadsheets, and databases
- Skilled in operating a 10-key calculator with speed and accuracy
- Ability to maintain effective working relationships with those contacted during work activities
- Ability to act independently with little direct supervision or guidance
- Ability to prioritize tasks
- Ability to work well under pressure and impending deadlines
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to read and interpret written policies, procedures, contracts, and regulations

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, telephone, printer, copier, shredder, and filing cabinet. Significant mental effort is required daily and moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, and hear. Employee may work for sustained periods at a computer terminal, maintaining focus and attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associates degree in accounting or other finance-related field.
2. Three (3) years of relevant work experience, such as general ledger accounting or reconciling bank statements.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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